

**BRIARHILLS HOMEOWNERS ASSOCIATION, INC.  
REQUEST FOR HOME ARCHITECTURAL APPROVAL**

In an effort to provide and protect all homeowner's rights and values, our Deed Restrictions require that every homeowner desiring any exterior improvement and/or change to their deeded property to receive the prior approval of the Association's Architectural Control Committee (ACC). The process begins by completing and submitting this REQUEST FOR HOME ARCHITECTURAL APPROVAL.

Please complete this form in its entirety. Otherwise, consideration of your request may be rejected or delayed.

|   |   |                               |                               |
|---|---|-------------------------------|-------------------------------|
| Name of Owner:  |   | Contact Phone:                |                               |
| Address:  |   | Email:                        |                               |
| Subdivision:  | Sec:  | Block:                        | Lot:                          |
| 1. Brief description of proposed improvement/change:  |   |                               |                               |
| If painting, please indicate the color of brick:  |   |                               |                               |
| 2. Who will do the actual work on this improvement?   |   |                               |                               |
| 3. Location of the improvement/change (check all applicable areas):                                 |   |                               |                               |
| <input type="checkbox"/> Front  | <input type="checkbox"/> Back   | <input type="checkbox"/> Side | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Patio  | <input type="checkbox"/> Garage   | Other (specify) _____         |                               |
| 4. Material necessary for proposed improvement/change (check and identify as to color, style, etc.) |   |                               |                               |
| <input type="checkbox"/> Paint*   |   |                               |                               |
| <input type="checkbox"/> Stain*   |   |                               |                               |
| <input type="checkbox"/> Siding   |   |                               |                               |
| <input type="checkbox"/> Roof   | <p>The following are acceptable (if minimum 30 year) roofing materials: (circle one)</p> <ul style="list-style-type: none"> <li>• GAF Timberline/Elk – Weathered Wood, Slate, Barkwood, Charcoal</li> <li>• Tamko Heritage – Weathered Wood, Rustic Slate</li> <li>• CertainTeed – Weathered Wood, Slate Blend</li> <li>• Owens-Corning – Weathered Wood, Estate Gray, Teak, Onyx Black, Quarry Gray, Driftwood</li> </ul> <p>If a brand/series/color is not on the list, please include an actual roofing sample</p> |                               |                               |
| <input type="checkbox"/> Cement   |   |                               |                               |
| <input type="checkbox"/> Fence  |   |                               |                               |
| <input type="checkbox"/> Other  |   |                               |                               |

\*PLEASE SUBMIT ONE (1) PAINT/STAIN CHIP SAMPLE OF EACH PROPOSED PAINT COLOR, AND SPECIFY WHERE EACH WILL BE USED.

**INSTRUCTIONS**

1. A copy of your lot survey with the improvements accurately drawn in *must* accompany this application.
2. Indicate the exact location of the improvements with the distance from each property line, building setback line and all easements.
3. Show all pertinent dimensions: height, length, and width.
4. If you are proposing a room addition, covered patio, etc., the ACC will need elevations showing all views: front, back, sides, and aerial, as well as slope of roof.
5. If improvements will be placed on a concrete foundation or slab, indicate size of foundation or slab.
6. Please include paint/stain samples if they are to be used in the project.
7. Point out any other important features or information that you wish the ACC to consider.
8. Please use additional pages if necessary.
9. If you are a resident/tenant of the property, you must include a letter of authorization signed by the homeowner, authorizing each specific item for which you are seeking approval.
10. Sign and return this form with all required information/samples to:

Briarhills HOA  
c/o RCM, Inc.  
2000 Dairy Ashford, Suite 590  
Houston, TX 77077  
Telephone: (281) 493-5400

**NOTE:** Please submit all the required information as per the above instructions, otherwise, the application will not be processed and will be denied for lack of information.

I, the undersigned homeowner, understand that the Association will act on this request in a timely fashion and contact me regarding its decision. I agree not to begin the proposed project until the Association notifies me of approval. I also agree that if I make any change that is not approved by the Association, I will remove the improvement and/or change without undue delay and at my own expense. Further, I understand that any approval(s) by the Association is applicable only to its Deed Restrictions and Architectural Control functions, and is not a substitute for, and does not in any way waive, my responsibility to secure all required permits from all necessary governmental authorities, and fully complying with same.

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER

\_\_\_\_\_  
CONSTRUCTION START DATE

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
EXPECTED COMPLETION DATE

**ASSOCIATION'S DECISION/ACTION TAKEN**

REQUEST APPROVED \_\_\_\_\_

\_\_\_\_\_  
DIRECTOR SIGNATURE

REQUEST DENIED \_\_\_\_\_

\_\_\_\_\_  
DIRECTOR SIGNATURE

REQUEST RETURNED FOR  
ADDITIONAL INFORMATION \_\_\_\_\_

\_\_\_\_\_  
DIRECTOR SIGNATURE

DATE \_\_\_\_\_